



# United States Department of the Interior



BUREAU OF LAND MANAGEMENT  
Alaska State Office  
222 West Seventh Avenue, #13  
Anchorage, Alaska 99513-7504  
<http://www.blm.gov>

In Reply Refer To:  
1535 (9530/9500) P

April 9, 2014

Instruction Memorandum No. AK-2014-009  
Expires: 09/30/2015

To: All BLM Employees – Anchorage Federal Office Building (AFOB)  
From: State Director  
Subject: Parking for Anchorage Federal Office Building Employees (AFOB)

Effective April 15, 2014, the parking spaces located in the AFOB Garage will be allocated to each Division located at the AFOB according to the population and need, and must be approved within each Division by the respective Deputy State Director (DSD), or by the Associate State Director (ASD) in the case of 910. The parking specialist in 950 will manage the database and assist employees with obtaining parking permits from GSA. Approximately 13 spaces will be reserved for Law Enforcement and common support use (i.e., courier, warehouse deliveries, motorcycle parking, auction spaces) and will be managed by 950. DSDs should consider the following categories when granting/approving parking spaces in the AFOB Garage:

1. Official Parking (government owned vehicles and official visitors) and,
2. For Employee Parking (Handicapped/Disabled Parking, Executive Personnel, Car/Van Pools, motorcycles and bicycles).

Employees that do not meet the criteria listed above may obtain parking permits for a Diamond lot by contacting the parking specialist in 950.

Applications for handicapped/disabled parking must be accompanied by a disabled license plate registration or a copy of a State approved Handicapped/Disabled placard (H/DP). All H/DP and license plates are granted by the State of Alaska, Department of Motor Vehicles (DMV).

If you drive a large pick-up or oversized vehicle, be sure to indicate that on the application in the “Special Parking Consideration” box, as many of the spaces in the garage are for smaller or compact vehicles.

Many of the spaces in the garage are designed to accommodate two vehicles. Employees should note that if they share one of these stacked spaces, it is their responsibility to exchange keys or make arrangements for switching cars during the day to accommodate each other's schedule. If they are unable to make the necessary arrangements, they should pursue alternative parking.

All BLM employees are encouraged to actively participate in car/van pools with others working in or near the AFOB. If they are not currently in a car/van pool, and do not know of any potential car/van pools, help is available through the following options:

1. Ask other employees in the office/branch or post a notice on the bulletin board.
2. Call 562-POOL (7665). This is the Municipality's car/van pool referral office. They will try to match employees with potential car/van pools.

If you have any questions or need more information, please contact Dayle Sherba at 271-3559.

Signed by:  
Ted Murphy  
Alaska State Director (Acting)

Authenticated by:  
Anita R. Jette  
Records Specialist

Attachment  
Parking Permit Application (1 p)

# PARKING PERMIT APPLICATION

U.S. DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
ALASKA STATE OFFICE

For Office  
Use Only

Initials: \_\_\_\_\_  
Rating: \_\_\_\_\_

Date: \_\_\_\_\_  
Space No. \_\_\_\_\_

Application Date: \_\_\_\_\_  
Requested Category: (Choose One)  
\_\_\_\_\_ Handicapped / Disabled  
\_\_\_\_\_ Executive  
\_\_\_\_\_ Carpool (fill in **GREEN** sections below)  
\_\_\_\_\_ Motorcycle / Bicycle (circle one)  
\_\_\_\_\_ Other

Approved by: \_\_\_\_\_  
Division: \_\_\_\_\_  
Space Number: \_\_\_\_\_  
Temporary: (Dates) \_\_\_\_\_  
Permanent: (Effective Date) \_\_\_\_\_

Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
Vehicle Information:  
Make: \_\_\_\_\_ Make: \_\_\_\_\_  
Model: \_\_\_\_\_ Model: \_\_\_\_\_  
Year: \_\_\_\_\_ Year: \_\_\_\_\_  
License: \_\_\_\_\_ License: \_\_\_\_\_  
Special Considerations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Major Cross Streets: \_\_\_\_\_  
\_\_\_\_\_

Employer: Bureau of Land Management  
Address: 222 West 7<sup>th</sup> Avenue  
Work Phone: \_\_\_\_\_  
Federal Service Computation Date: \_\_\_\_\_

Employment Status (Check Only 1):  
\_\_\_\_\_ Permanent Full-Time AFOB  
\_\_\_\_\_ Other AFOB \_\_\_\_\_ Non-AFOB

I fully understand the current carpool procedures. Submitting false information may result in the loss of parking privileges.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
Vehicle Information:  
Make: \_\_\_\_\_ Make: \_\_\_\_\_  
Model: \_\_\_\_\_ Model: \_\_\_\_\_  
Year: \_\_\_\_\_ Year: \_\_\_\_\_  
License: \_\_\_\_\_ License: \_\_\_\_\_  
Special Considerations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Major Cross Streets: \_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Federal Service Computation Date: \_\_\_\_\_

Employment Status (Check Only 1):  
\_\_\_\_\_ Permanent Full-Time AFOB  
\_\_\_\_\_ Other AFOB \_\_\_\_\_ Non-AFOB

I fully understand the current carpool procedures. Submitting false information may result in the loss of parking privileges.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
Vehicle Information:  
Make: \_\_\_\_\_ Make: \_\_\_\_\_  
Model: \_\_\_\_\_ Model: \_\_\_\_\_  
Year: \_\_\_\_\_ Year: \_\_\_\_\_  
License: \_\_\_\_\_ License: \_\_\_\_\_  
Special Considerations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Major Cross Streets: \_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Federal Service Computation Date: \_\_\_\_\_

Employment Status (Check Only 1):  
\_\_\_\_\_ Permanent Full-Time AFOB  
\_\_\_\_\_ Other AFOB \_\_\_\_\_ Non-AFOB

I fully understand the current carpool procedures. Submitting false information may result in the loss of parking privileges.

Signature: \_\_\_\_\_

